

Coordinator, Continuing Education & Events (6291U)  
2936 - 2936  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=133575>

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Posted Nov. 15, 2019, set to expire Mar. 13, 2020

<b>Job Title</b>	Coordinator, Continuing Education & Events (6291U) 2936 - 2936
<b>Department</b>	N/A
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 15, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Communications/Public Relations Administrative Support/Services
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**Job Description**

Coordinator, Continuing Education & Events (6291U) 2936 - 2936  
About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get\\_redirect.php?id=1711123&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1711123&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=1711123&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1711123&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=1711123&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1711123&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

#### Application Review Date

The First Review Date for this job is: November 27, 2019

#### Departmental Overview

UC. Berkeley's School of Optometry is internationally recognized for its excellence in patient care as well as its leadership in vision research. The School offers several clinics that provide comprehensive eye care to members of the Berkeley campus and the local community. More than 80,000 patients visit each year. Learn more at [\[url=https://apptrkr.com/get\\_redirect.php?id=1711123&targetURL=http://www.caleyecare.org/\]](https://apptrkr.com/get_redirect.php?id=1711123&targetURL=http://www.caleyecare.org/)<http://www.caleyecare.org/>

The Coordinator of Continuing Education (CE) & Events is responsible for executing the administrative and operational responsibilities of the Continuing Education and Events Office. This position reports to the Continuing Education & Events Director. The Coordinator is responsible for planning, organizing, and identifying event locations and vendors; developing and coordinating registration and guest lists; develops and implements individual event budgets; and contributes and participates in long-range unit event planning.

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### Responsibilities

- \* Participates in the planning, organizing and implementing CE activities. Coordinates with off-site vendor services and staff including multi-media, venue, catering, parking, and other services as necessary. Attends events and participates in set-up and tear-down with appropriate activities.
- \* Manages small events. Coordinates with other School of Optometry departments for the successful execution of events (non-CE). Includes venue and room reservations, media, invitations, registration, catering, AV, set-up and tear-down, etc.
- \* Responds to management inquiries regarding CE and events: provides customer service inquiries about the conference, CE hours, hotels and accommodations; Phones calls with venues and caters outreach to optometrists, speakers, alumni, internal and external stakeholders.
- \* Responsible for financial stewardship of events including, but not limited to, registration management and reporting, processing of revenue deposits, vendor and honoraria payments, speaker travel arrangements.
- \* Other projects and duties as assigned.

### Required Qualifications

- \* Working knowledge of concepts, principles and practices of event planning and production and public relations.
- \* Working knowledge of the campus, its programs, policies, mission, goals, objectives, achievements and infrastructure.
- \* Working organizational skills, including skill in effectively coordinating and organizing multiple details.
- \* Good interpersonal communication skills and political acumen, including skill in effectively representing the campus to its publics.
- \* Good judgment and effective decision-making and problem resolution skills, including skill to recognize and deal effectively and appropriately with real and potential problem areas, including skill to determine the issues/problems that need to be brought to the attention of higher level staff and/or management.
- \* Bachelors degree in related area and/or equivalent experience/training.

### Salary & Benefits



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For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get\_redirect.php?id=1711123&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

### How to Apply

Please submit your cover letter and resume as a single attachment when applying.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get\_redirect.php?id=1711123&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get\_redirect.php?id=1711123&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1711123]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

N/A



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